The Office of Student Activities strives to develop the whole person by providing education, advisement, resources, and support to enhance our students' co-curricular and experiential opportunities.

2012-2013 Position Opening
Graduate Student Assistant – Student Activities

The Department of Student Activities is seeking qualified individuals for Graduate Student Assistant positions for the 2012-2013 academic year for the following areas: Clubs & Organizations, Fraternity & Sorority Life, Student Media (available Spring 2013) and Weekend Programming.

Duties & Responsibilities:
1. Assist in advisement of student clubs and organizations.
2. Assist with departmental programs and events including, but not limited to, Opening Activities, Chillfest, Student Life Awards, Pre-Scheduling, and Block Booking.
3. Assist with daily office operations and administrative tasks
4. Serve as Event Supervisor for Student Activities sponsored programs and/or student club programs.

Clubs & Organizations
1. Assist with club registration and the new club process.
2. Provide assistance in creating and implementing workshops to develop student club and organization leaders.
3. Serve on the Weekend Life Grant committee and assist in the maintenance of the Weekend Life Grant budget.

Fraternity & Sorority Life
1. Assist in the implementation of the Fraternity & Sorority Life Five Star Standards Program.
2. Plan and implement the F&S 101 workshop series for newly initiated members.
3. Provide administrative support for Fraternity & Sorority Life including rosters, grade reports, and records.

Student Media
1. Assist in the daily operations of the Student Media office.
2. Assist in the development and implementation of training programs for staff and programs for students.

Weekend Programming
1. Design and implement Weekend Life program initiatives.
2. Assist in the oversight of a weekend life programming team.

Qualifications:
• Candidates must possess a Bachelor’s degree and be enrolled in a full-time Master’s or Doctoral degree program at Stony Brook University.
• Previous experience working in student activities, campus programming, and leadership development preferred.
• Experience working with computers is required, including strong knowledge of Microsoft Office package. Knowledge of Microsoft Publisher software preferred.
• Strong organizational, human relations and interpersonal skills are necessary. Candidate must be detail-oriented in his/her work and well organized.

Employment Period:
Employment dates to be determined, but will be August 2012 - June 2013. Approximately 20 hours per week. Evening and weekend hours will be required.

Compensation:
Hourly rate to be determined based on experience.

Submit Resume & Cover Letter to studentactivities@notes.cc.sunysb.edu.